

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
Web site: [www.courtinfo.ca.gov/jobs](http://www.courtinfo.ca.gov/jobs)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SENIOR RISK MANAGER for Real Estate and Construction Programs  
**JOB REQ # :** 2585  
**LOCATION:** San Francisco, California

### THE OFFICE OF COURT CONSTRUCTION AND MANAGEMENT

In accordance the Trial Court Facilities Act of 2002, the Judicial Council represents the state in all negotiations with the counties regarding the disposition and transfer of trial court facilities from the counties to the state. In addition, this landmark legislation establishes procedures and an infrastructure for this shift to take place over a period of three years starting July 1, 2004. To support this initiative, the AOC established the Office of Court Construction and Management to provide a broad range of professional services including capital budgeting, planning, design, construction, and facility and real estate management for the courts throughout the state.

The divisional responsibilities also include: timely and accurate accounting of all capital outlay and asset management, proper planning for capital outlay needs and identifying resources, and successful delivery of design and construction projects; real property negotiations and/or title transfer; reviewing legal transfer documents and state-county operating agreements; developing the organizational structures to assume planning, capital budgeting and accounting responsibilities; designing and implementing a centralized facility database to monitor court facilities, fixed assets, and capital improvements; and preparing the necessary staffing for these operations. Currently, the division is embarking on foundational phases to organize and manage the transfer of responsibility for over 450 individual court facilities.

### RISK MANAGEMENT TEAM

This senior management and support unit will be responsible for the Risk Management Program for judicial branch facilities including the development of all program components. The unit will be led by the Senior Risk Manager and is responsible for conducting reviews and providing ongoing risk management practices for all levels of facility operations at the Supreme Court, appellate courts, and trial courts throughout the state; and will provide leadership in developing and implementing procedures and systems for ensuring proper risk management of real estate operations, design and construction projects. In coordination with the Office of the General Counsel, the Senior Risk Manager will also conduct reviews of incidents or events resulting in potential liability of the judicial branch for facilities related claims or and is responsible for the unit's establishment of methods for reporting on the facts and findings of such reviews and making recommendations for risk management measures, including identifying causal factors for claims or litigation and developing methods for controlling risks and preventing losses

He/she is responsible for conducting reviews and ongoing management of facilities risk management practices for operations all California courts and will provide leadership in developing and implementing procedures and systems for ensuring proper risk management of design and construction projects.

## **RESPONSIBILITIES**

Oversee system-wide facilities risk management programs and services:

- Analyze existing judicial system facilities risk management procedures;
- Prepare risk prevention, risk retention, and risk transfer policies and procedures for the judicial branch;
- Develops and implements goals, objectives, policies, procedures, and work standards for risk management planning services for the judicial branch;
- Develops general and customized strategies to address the variety of risks inherent in operating judicial branch construction and facility operations programs;
- Manages self-insurance programs and commercial policies;
- In coordination with the Office of General Counsel, conducts reviews of the events resulting in potential liability for claims or litigation alleging judicial branch liability for damages;
- Establishes methods for reporting on the facts and findings of such reviews and making recommendations for risk management measures, including identifying causal factors for claims or litigation and developing methods for controlling risks and preventing losses;
- Analyzes loss and exposure data and determines the best methods of addressing risk;
- Interacts with judicial branch staff and legal consultants in the development and implementation of risk management measures in efforts to minimize risks of judicial branch liability;
- Brief Judicial Council on recommended policies and dispute resolution;
- Develops, administers, and is responsible for program budgets;
- Represents the judiciary to internal and external customers, including the other branches of government, on issues pertaining to risk management services; and
- Assist legal and project staff on resolution of project disputes.

Provide direction to professional staff:

- Creates performance and development plans for employees, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff;
- Oversees or provides for the selection, training, professional development, and discipline of staff;
- Ensure timely and adequate recruitment planning;
- Interview and recommend for hire new staffing candidates; and
- Provide decisions and resolve disputes on consultant contracts.

## **QUALIFICATIONS**

Graduation with Bachelor's degree from an accredited college with a degree in business administration management, public administration, or a related field is required. Seven years experience in risk management, including: risk determination and evaluation; OSHA compliance and/or insurance loss control; construction administration; claims management; adjustment or investigation of claims; and loss exposure and the development of strategies to reduce risks in programs including but not limited to building design and construction, asset and facility management and maintenance.

At least three of the seven years should consist of increasingly responsible management experience.

Possession of a directly related postgraduate or law degree may substitute for one year of the required experience. A professional designation such as Associate in Risk Management or Chartered Property Casualty Underwriting is highly desirable.

This experience will have provided the applicant with a combination of the following preferred knowledge, skills, and abilities:

- Proven leadership in directing risk management programs in a decentralized environment;

- Demonstrated track record of program design, implementation and administration for a large scale agency or company with multiple geographic locations;
- Ability to develop relationships with a diverse customer base in a complex environment
- Ability to manage an organizational team/projects during a period of significant change;
- Leadership capabilities, consensus-building skills, and ability to develop and motivate staff and inspire a team effort as well as to develop an effective management team;
- Ability to conceptualize and articulate complex policy issues and actively contribute to the formulation of policy direction and implementation;
- Strong management, organization, and communication skills in dealing with complex processes in multifaceted organizations;
- Creativity and willingness to utilize innovative approaches to meet goals and objectives;
- Experience working with court systems or other public sector agencies;
- Experience advocating budget needs with state- or local-level control agencies in both the legislative and executive branches; and
- Thorough knowledge of budget management and cost allocation methodologies.

### **HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however this position will remain open until filled. To complete an online application please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Facilities Mgmt (Ops&Maint)", and search for Job Req-2585, Sr. Risk Manager, for Real Estate and Construction Programs. This position requires the submission of our official application.

OR

To obtain a printed application, please visit:

### **Administrative Office of the Courts**

455 Golden Gate Avenue, 7th Floor  
 San Francisco, California 94102-3688  
 415-865-4272 Telecommunications Device for the Deaf

### **PAYMENT AND BENEFITS**

**SALARY RANGE:** \$8,982 - \$10,917 per month  
 (Starting salary may vary between \$8,982 and \$9,880 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**